



## **JOB OPENING: Medical Team Supervisor (CRNP)**

### **SUMMARY:**

FOCUS Pittsburgh is hiring a part time CRNP to be a key leader to launch and operate the FOCUS Pittsburgh Free Health Center (FPFHC).

### **ABOUT FOCUS Pittsburgh**

FOCUS Pittsburgh is part of FOCUS North America, a national movement of Orthodox Christians, united in faith and joined by a desire to provide action-oriented and sustainable solutions to poverty in communities across America. FOCUS has operations and youth volunteer experiences in more than 20 cities in the United States. Through the provision of social and human development services, FOCUS North America helps the poor and needy in North America. We bring communities, parishes, and partners together in hands-on activities – uniting giver and the underserved -- to help transform all of our lives and break the cycle of poverty that afflicts so many in our society.

All of FOCUS North America's services are provided without discrimination of any kind. We do not require any faith commitment from anyone we help. We exist solely to transform the lives of the homeless and poor in America, moving them from dependency to self-sufficiency, by providing food, occupation, clothing, understanding and shelter. Please see [www.focusnorthamerica.org](http://www.focusnorthamerica.org) and [www.focuspittsburgh.org](http://www.focuspittsburgh.org)

### **JOB DESCRIPTION: Medical Team Supervisor (CRNP)**

Classification: Exempt

Reports to: FPFHC Medical Director

Supervises: Healthcare Volunteers

#### Qualifications:

##### Education, Certification, and Experience:

- BSN and MSN from an accredited School of Nursing
- Pennsylvania RN and CRNP license and certification
- Successfully clear criminal and child abuse background screening
- Current Basic Life Support Certification, Advanced Cardiac Life Support certification preferred
- Professional nursing experience, including NP experience preferred
- Working experience managing healthcare operations or clinics preferred

##### Health Care:

- Thorough knowledge of advance practice nursing theory, techniques, and practices
- Strong clinical assessment, analytical, and problem-solving skills
- Understanding of referral processes. Knowledge of medical terminology, registration, scheduling, and regulatory guidelines. Ability to help develop the Center's policies and procedures and to ensure they are up-to-date, practiced, and improved.
- Knowledge of medications, their proper management and expected effects; Appropriate certification (or ability and interest to attain such certification) to write prescriptions under the authority of the Medical Director, as permitted under PA state law

##### Management / Professional skills:



- Strong communication skills and the ability to interact in a positive manner
- Ability to train and teach others, both patients and staff
- Ability to effectively lead and manage volunteer staff
- Ability to build credible and effective relationships with physician and executive leadership
- Demonstrated problem-solving and work flow management skills
- General knowledge of e-Medical Records and computers; willingness to learn and teach others to use computer systems correctly
- Managerial experience a plus

#### Performance Responsibilities:

CRNP will oversee and manage the Center's healthcare services. This role will be pivotal to ensure the center operates with consistently high quality, as the Center's trained volunteer staff may serve as infrequent as once a month. The position will involve both center management and key aspects of patient care following the Center's policies and procedures. Reports directly to the Center's Volunteer Medical Director, and the two must communicate well and establish an effective working relationship.

#### **Essential Functions:**

- Collaborates with physicians and other health professionals to provide care and create care plans
- Completes medical history and physical exams, initiates orders for medications, performs clinical procedures, interprets and evaluates diagnostic tests, and provides counseling and instruction regarding common medical and mental health issues
- Maintains medical records using Electronic Medical Record software
- Refers patients to physicians for consultation or to specialized health resources for treatment

Educates and coaches nursing staff on best practices, policies, and procedures

#### Compensation:

This is one of the few salaried positions at the volunteer-based FPFHC. The position is part time and the salary is pro-rated based on the number of days per week (initially 2 days a week.)

#### Interested Individuals can apply via email or by regular mail.

Please send covering letter and resume to [jobs@focusna.org](mailto:jobs@focusna.org)

Hard copy submissions should be sent to:

**FOCUS Pittsburgh Free Health Center**  
**Attn: Job Opening - CRNP**  
**2228 Centre Ave.**  
**Pittsburgh, PA 15219**